

CONTRACTOR PERSONNEL TEMPORARY LOCAL BADGING PROCEDURES

(a) Creating a NASA identity in IdMAX Temporary Local Badge (30 – 179 days)

NOTE: In addition to requesting identities in IdMAX, individuals needing access greater than or equal to 30 days, but no more than 179 days and occupying office space on center shall follow the process below. The PIV Requester shall fill out a LISTS form GSFC 24-27 for the individual and submit it to Building 9 before the individual is enrolled.

- 1) Login to www.idmax.nasa.gov in your web browser using your Launchpad password
- 2) Click on “Identity Management”
- 3) On the next screen, click on “Create NASA Identity”
- 4) Decide whether you will gather the individuals Personally Identifiable Information (PII) or whether the individual will enter this information themselves.

- **If the individual will be entering the information themselves, you will select “YES” from the drop down menu under “Will the user enter his/her own personal information?”**

- Click “Continue”

- You will need to provide the following information:

- Legal Name
- Personal Email Address that the individual has access to and checks regularly
- Phone Number in which the individual can be reached (not their GSFC phone number).
- Assigned Center and Code

- Click “Continue”

- The individual will be given a link to provide their PII information in IdMAX. Once they have finished and submitted, you will receive an email telling you to move forward with the Identity Creation process.

- At this moment, the responsibility is on the individual and there are no further steps for the requester until the individual fills out and submits their information. Proceed to Step 11.

- **If you will be entering the individuals PII yourself, you will need to have the following information from the individual:**

- Social Security Number
- Date of birth

- Birth City
- Birth State
- Personal email address (preferred but not mandatory) that is regularly checked, company email will do
- Home Address
- Phone Number (non-GSFC)

5) If you are entering the individual's PII yourself, select whether the individual is a Foreign National by using the drop down menu to select "YES" or "NO".

- For US Citizens you will need to provide Social Security Number, Last Name, and Date of Birth
- For Foreign Nationals you will only need to provide Last Name and Date of Birth

6) If an identity has already been created for this individual, a screen will appear with the individual's information. To modify this individual, select the radio button and click "Modify Selected Identity". This will bring you to the individual's identity state in which it was last saved or submitted.

- If an identity appears that is not the person you are trying to create an identity for, click "New Search" to input the information again. If the information is inputted again, to dismiss error, and the identity is still wrong, please contact the badging office on 6-2626.

7) If an identity has not been created for this individual yet, you will be brought to a screen with multiple tabs to input the individual's information. You will **NOT** need to hit "Continue" after completing each tab. Only hit "Continue" after all tabs have been completed.

8) The first tab is "Identity".

- Enter the Individual's PII information here. If you selected the option to have the individual input this information themselves, this screen should already be filled out if they have submitted their information.
- All fields with an asterisk must be completed.

9) The second tab is "Citizenship".

- Input the individual's citizenship information.

- If you selected the option to have the individual input this information themselves, this screen should already be filled out if they have submitted their information.

FOR LEGAL PERMANENT RESIDENTS (LPR'S)

- For Legal Permanent Resident (Green Card) only the below information will be required and presented on the Citizenship tab:
 - Alien Registration Number
 - Green Card Expiration Date

FOR FOREIGN NATIONALS

- Even if following items are not asterisked information will still need to be provided for individuals that will physically be in the U.S.
 - Passport Number
 - Passport Expiration Date
 - Passport Country
 - Visa Number
 - Visa Begin Date
 - Visa End Date
 - Visa Type
 - Host UUPIC – found on webdir, see link on page
 - Provide clear, legible, scanned PDF copies of Passport and Visa
- Export Control: information that has been deemed export controlled, most facilities contractors will not be handling export controlled items

10) The third tab is “Residential”.

- Input the individual’s residential information.
- If you selected the option to have the individual input this information themselves, this screen should already be filled out if they have submitted their information.

11) The fourth tab is “Affiliation”. Every Identity must have an affiliation. If the individual is not currently affiliated, please see affiliation process link below to complete. The COTR or Sponsor must fill out the “Company Information Form” to affiliate new contracts, companies, renewals, or any identity not affiliated.

(onboarding.gsfc.nasa.gov/doc/processes/ob_contract_affiliation_saturn_training_final.pdf)

- If the individual entered their own PII, this section will **NOT** have been filled out by them.

- *Agreement Number: Contract number that the individual will be working under*
 - *Agreement End Date: Date that the contract will end*
 - *Company: Actual company name or general contract associated with a specific code*
 - *Affiliation Sponsor: NASA civil servant that has been designated to sponsor individuals on this particular contract*
 - *Affiliation Start Date: date employee will begin a working relationship with GSFC*
 - *Affiliation End Date: Date employee will end working relationship with GSFC or expiration date of Visa, whichever comes first*
- **Local badges may only be issued for 179 Days. The “Affiliation end date” should be no longer than 179 Days from the “Affiliation start date”.**
 - “Affiliation end dates” can be no longer than the “Agreement end date”. If the “Agreement end date” is sooner than **179 days** from the “Affiliation start date” then the “Affiliation end date” should be the same as the “Agreement end date”.

12) The fifth tab is “Access Level”.

Be sure the “CREDENTIAL” box is marked NONE. DO NOT select Smartcard for a LOCAL badge as this will change the process to a different level

- Select the level of physical access the individual needs
 - Level 30 Access is typically used for local badges, anything under this will not allow the individual access to buildings other than the daycare, gym, etc
 - Higher levels (40, 50) are only needed for individuals that need access to special secure areas/buildings on center
- Select the level of logical access the individual needs
 - Use the descriptions provided in IdMAX to determine level of access needed
 - If the individual will not need to use a computer, they will need Level 0 access
 - Foreign Nationals needing logical access greater than 0 need to submit an STTCP, found on the PSD website
- Assignment Risk
 - Select whether the individual has a public trust impact
 - Public trust impact:

- 13) If all tabs have been completed, click “Continue” at the bottom of the screen
- 14) You will be presented with a screen showing all of the information you have inputted. If the information is correct, click “Submit”.
- 15) You will be presented with a screen verifying submission along with information that will help you look up the individual in IdMAX to view the request in its approval process or modify the identity.
- 16) You will receive an email informing you that the identity has been created
- 17) (Security to confirm that this happens for Local badges) The individual will receive an email to their email address inputted in IdMAX informing them to set up an enrollment appointment at Building 9. When they arrive for their appointment they will need to bring I-9 documentation, the list of acceptable documents can be found at <http://www.uscis.gov/files/form/i-9.pdf>. The individual receives their badge and the process is complete.

(b) Renewing an Expiring Badge

- 1) Requesters and Sponsors will receive an email from IdMAX informing them when identities they have requested or sponsored are getting ready to expire. System notifications usually come out 1 month before identities will expire.
- 2) If the individual no longer needs access to center, you may let the identity expire. If the individual needs to have their badge renewed, you will need to login to IdMAX, click on “Identity Management”, and choose “Modify Identity”.
- 3) Use the individual’s UUPIC (found in the email you received next to the individual’s name, NOT the one next to your name) to search for the individual.
- 4) If the identity that is presented is correct, head to the “Affiliations” tab.
- 5) Select “Add Affiliation”. Enter the same information from the previous affiliation if nothing has changed and choose a new end date. Choose this affiliation as the “Primary Affiliation”.
- 6) End the previous affiliation.
- 7) Click Submit. A screen will present you with the identity’s information. If it looks correct, hit “Submit”.
- 8) You will receive an email notifying you that the individual will need to set up an appointment with the badging office.

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Attachment 11